

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
WORKING SESSION
OCTOBER 3, 2014
TOWN HALL
1:30 PM**

Board Members Present: David A. Smith, Jr., Chairman
Nadine A. Hawver, Clerk
Rene C. Wood

Others Present: Rhonda LaBombard, Town Administrator
Alicia Dulin, Assistant to the Town Administrator
Kathy Staropoli, Council on Aging, Chairman
Helen Johnston, Council on Aging
Gary Shepard, Berkshire Regional Transit Authority
Vin Ronghi, Berkshire Regional Transit Authority
Dawn Valinaggi, SBETC
Bruce Turner

Chairman Smith called the meeting to order at 1:33 PM.

Discussion ensued regarding the salary for the full-time Senior Center Director. Selectman Wood stated that she thinks that \$35,000 per year is too low. She stated that she thinks it should be \$37,000 per year with an exempt status or \$35,000 per year with a non exempt status and pay for overtime. She stated that she recommends \$37,000 per year for the full-time Senior Center Director salary. Chairman Smith stated that the position went from part-time to full-time and now has full benefits; he stated that he thinks that \$35,000 per year is a good starting point. He stated that he would be happy to consider a higher salary after goals have been met. Discussion ensued. It was the consensus of the Board to offer a \$35,000 per year salary and offer an educational salary increase of \$250.00 per successfully completed course for up to four courses in a two year period. Selectman Wood stated that she would like it noted that she was in favor of the \$37,000 per year salary and would like the status noted as exempt. Both Selectman Wood and Chairman Smith stated that they were fine with the draft one year goals and objectives for the full-time Senior Center Director.

Selectman Hawver entered the meeting at 1:50 PM.

Administrator LaBombard explained that the Town has been offered two surplus generators that are at a military base in Pennsylvania for \$1,600. The Town would need to pick them up. She stated that she recommends purchasing the two generators for \$1,600. Selectman Wood moved to purchase the two surplus generators for a total of \$1,600 using Berkshire School Gift Account money to pay for them, seconded by Selectman Hawver. The motion carried unanimously.

Administrator LaBombard stated that the Assistant Highway Superintendent position needs to be posted and she recommended posting it internally. Selectman Wood moved to post internally for the possible Assistant Highway Superintendent with discretion to not take any action, seconded by Selectman Hawver. The motion carried unanimously.

Administrator LaBombard stated that the New Marlborough Police Chief is interested in purchasing the 2009 surplus police cruiser. Selectman Wood moved to authorize the Town Administrator to determine a fair price and sell the surplus cruiser to New Marlborough, seconded by Selectman Hawver. The motion carried unanimously.

Administrator LaBombard gave an update on the shared services discussions that have taken place with surrounding towns. She stated that there is interest in a highway secretary and possibly sharing other services.

Kathy Staropoli entered the meeting at 2:00 PM.

Selectman Hawver recused herself from the discussion regarding the Senior Center Director due to the possibility of a conflict of interest.

Discussion ensued regarding the draft job description and goals for the full time Senior Center Director and Senior Center mission statement. Selectman Wood moved to accept the Senior Center Director goals, job description, salary information and Senior Center mission statement, seconded by Chairman Smith. The motion carried 2-0. Selectman Hawver abstained.

Selectman Wood moved to suspend the meeting, seconded by Selectman Hawver. The motion carried unanimously. Chairman Smith suspended the meeting at 2:07 PM.

Chairman Smith reopened the meeting at 2:08 PM.

Discussion ensued regarding the Senior Center Director goals and objectives that the Council on Aging has drafted. Selectman Wood moved to amend the probationary year Senior Center Director goals and objectives to include the Council on Aging goals and objectives, seconded by Chairman Smith. The motion carried 2-0. Selectman Hawver abstained.

Kathy Staropoli and Helen Johnston left the meeting at 2:27 PM.

Dawn Valinaggi, Gary Shepard and John Arthur Miller entered the meeting at 2:30 PM.

Gary Shepard distributed the proposed Berkshire Regional Transit Authority (BRTA) pilot bus route to Sheffield and Ashley Falls. Discussion ensued regarding the proposed bus route and the stops and timing. Mr. Shepard suggested having an information session so that residents could give input on stops and timing.

Bruce Turner entered the meeting at 2:55 PM

Mr. Shepard stated that BRTA is offering a six month pilot starting as early as December 1, 2014. Discussion ensued regarding when to have an information session. It was the consensus of the Board to hold two information sessions on October 20, 2014. The first information session will be held at the Senior Center at 2:00 PM and the second information session will be held at the Town Hall at 6:00 PM and will be recorded by CTSB.

Selectman Hawver moved to adjourn the meeting, seconded by Selectman Wood. The motion carried unanimously.

Chairman Smith adjourned the meeting at 3:30 PM

Respectfully submitted:

Alicia Dulin
Assistant to Town Administrator

Documents reviewed at this meeting:
Draft Senior Center Director Job Description
Draft Senior Center Director Goals and Objectives
Senior Center Director Salary Package
Draft Senior Center Mission Statement
Proposed BRTA Pilot Bus Route to Sheffield and Ashley Falls